



# **School Handbook**

**School Year 2024- 2025**

**Working Version 12.0**

Dear Families and Students:

As you are well aware, Village Green Virtual is a unique school; we believe in the power of technology to engage young minds. We believe in the natural learning abilities of young people and that they can make great strides in academic skill building, while simultaneously learning how to be self-reliant and independent when attending this school.

Our style of teaching and learning asks that students become proficient in one skill before they move onto the next skill; we also ask that students work hard in a rigorous curriculum and attend school daily.

Students will not only engage in positive behavior but build a foundation of self-pride and self-accomplishment when they are respectful of others and the school, responsible for their own learning, work hard and be present daily in school.

Attending school at Village Green's personalized, "College or Career Readiness", model provides an opportunity for students to flourish. We are unlike other schools in purpose personalized reshaping teaching and learning in our small classroom design which asks much of our students, both academically and behaviorally.

Success at school starts before the school day begins. Parents can receive daily attendance email alerts and academic information via our Student Information System (Alma). Daily attendance matters, students should leave the house early and arrive at school in school uniform on time. VGV uses ID badges as attendance-taking devices and replacing them is costly. More importantly, if students are in attendance daily, successful academic achievement becomes their reality.

Cell phones are a nuisance and a hindrance to learning, so students should not be distracted by using them during class time. Parents are our partners in preventing and dealing with the trouble and lost education which comes from the misuse of cell phones during the school day.

If students work hard, their promotion to the next grade can be accelerated to complete their high school graduation requirements. The accelerated student fourth year could be a full year of College and Career Readiness transition with flexible learning experiences.

This school is perfect for many 21<sup>st</sup> Century students, and we have students waiting to get in. Please relish every day as an opportunity to succeed and to be a better learner than the day before. Make the most of your time here, work hard, be respectful and be responsible. Together we can set a foundation for the future success for every student.

Sincerely,

*Rochelle Baker*

Executive Director/Head of School

This handbook is intended to instruct and inform our school community. Here a student and family can find information about school life, our basic rules and systems, and the responsibilities that VGV asks of its students and families so we can collectively protect our school culture.

## Vision

At Village Green Charter School, we believe that education is the key to unlocking a world of opportunity and to empower our students to pursue their dreams, contribute to their communities, and make a positive impact on the world through real world experiences that incorporate innovative technology, dual enrollment college experience, and internships with local business and community leaders that allow the free expression of creativity and personalized learning.

## Academic Philosophy

In order to avoid confusion about the school's structure and program, as chartered by the State Department of Education, our academic philosophy is:

VGV is the first Rhode Island school designed from Day 1 to be a competency- and equity-based, personalized blended learning model. "Competency-based" in that students can only progress through their lessons after demonstrating proficiency; "equity-based" in that all students have access to the e-coursework that will prepare them for college and career; "personalized" in that diagnostics along with historical student performance data are used for pathway/course placement decisions; and, *blended learning*, by definition, that students learn at least in part through online learning with some degree of control over time, place, path and/or pace and at least in part at a supervised brick and mortar location away from home.

VGV has a highly successful "dual enrollment" program whereby students, in their fourth year, can leave VGV's campus to attend a local college to take courses for college credit. It is very common for VGV students to graduate having already earned 6 to 12 college credits. **We believe that the best indicator of a student's "college and career readiness" is successfully completing college courses on an actual college campus while still in high school.**

## The Physical Design of the School

The school is comprised of two campuses—its Main Campus at 135 Weybosset Street for Grades 9, 10, and 11; and its adjacent Rhody Campus for Grade 12 located at 204 Westminster Street.

**VGV's Main Campus** is comprised of five distinct reimagined physical learning spaces: 11 classrooms, an Academic Support Center, state-of-the-art STEM/STEAM Lab, and the "Garage" (VGV's original makerspace used for project-based learning with hands-on projects such as drone and autonomous

vehicle building, 3D printing, Arduino microcontroller projects, and green screen related projects). 4

**VGV's Rhody Campus**—Rhode Island's first "Autonomous Micro-School" located in an adjacent building to the Main Campus opened in 2017. This large learning space serves as the VGV senior student campus. There are no partitioned workstations or assigned seating. Designed as a "Starbucks-like or Panera Bread" café-type environment, with open seating, students work on Chromebooks or laptops and are able to self-pace completion of their program of study as well as the ability to leave the school to take college courses on a nearby college campus.

## **Academic Program**

### Program of Study

The Program of Study meets the RIDE graduation requirements, is college prep in design, and can be adjusted to meet student needs as long as graduation requirements are upheld. Please see Appendix A for the full Program of Study for students entering VGV on grade level.

### Grades

Grades are reported in letter format with a corresponding numerical average on a scale from 1 to 100. The grades of "F" and "D" are not considered proficient by either the school or Edgenuity.

A+	97 to 100	B+	87 to 89	C+	77 to 79
A	94 to 96	B	84 to 86	C	74 to 76
A-	90 to 93	B-	80 to 83	C-	70 to 73

Grades B through C repeat the pattern shown in the "A" representation

F 1 to 69

### Honor Roll

High Honors All grades above 90% (all A's)

Honors All grades above 80% (A's and B's ... no C's)

Honorable Mention All grades above 80% except for one grade below 80% but above 70%

### Student Responsibility for their Education

At VGV every student is ultimately responsible for their use of Self-Paced Learning (SPL) time, as it speaks to general on-line learning, and self-responsibility. Students must be aware of the pacing target, the percent of the curriculum completed (both daily and for the year) and their proficiency levels by frequently checking their Google Classroom for the Illustrative Math (IM),

Odell and Edgenuity platforms, progress report, grades, feedback, and communications from their teachers. 5

### Effect on Others

In the Learning Centers, students depend on each other to help create an environment where quiet work can be done without distraction. Students have a responsibility to understand the effect (both positive and negative) that they have on each other.

### Report Cards and Edgenuity Alerts

Report Cards as well as 21<sup>st</sup> Century behavior is issued twice a year (January and June) which includes final semester academic grades. Four Progress Reports will be issued during the months of October, November, March, and May. All reports will be mailed. The mailed Report Card that is mailed should be returned to school signed by a parent or guardian. Parents and students will also receive a digital copy by email through Alma.

Our Edgenuity curriculum allows every parent or guardian to receive an e-mailed daily progress report in all subject areas which includes a counting of “idle time” during the day. This report is automatically sent once a week. However, parents or guardians may request to pick up reports in-person. Contact our Front Desk, ext. 100, or Data Manager, Mr. Mercado ext. 404.

### Parent Access to Edgenuity and Alma

VGV encourages parents to check on their student’s progress daily in both Edgenuity and Alma (the database of student information regarding not only academic progress but matters such as lateness, attendance, behavior, and historical report cards).

### Grade Point Average

GPA is calculated using a 4.0 system. All course numerical averages are averaged together to determine GPA. GPA is calculated at the end of each semester.

A+, A	4.0	A-	3.67				
B+	3.33	B	3.00	B-	2.67		
C+	2.33	C	2.00	C-	1.67	F	0.00

### Valedictorian and Salutatorian

These titles are reserved for the students who finish highest and second highest in GPA calculation in the graduating class. To be considered for Val/Sal, a student must have been at VGV for at least two full academic years and have more than 50% of the courses needed to graduate taken at VGV. Dual enrollment courses do not count in the calculation and the Val/Sal decision is based on required and completed program of study courses solely. The Val/Sal decision is made five school days before the graduation ceremony and the Val/Sal must be fully graduation eligible at that time.

Promotion to the next grade level depends on successfully completing and passing the core content courses (ELA, Math, Science, and Social Studies) with a proficiency level of 70% or better by the close of school in June. Elective courses which are incomplete will not cause a student to be retained to a certain grade. Those elective courses are still needed to graduate but can be worked on and passed over the summer. However, not passing a core academic course by the close of school in June will require summer remediation and summer school or result in repeating the courses.

### Electives

Students have control of their pacing for completing elective courses that are available or assigned in the school year. These electives are considered SPL (self-pace learning) courses.

### Early Graduation

Our proficiency-based system makes it possible for capable students to graduate in three years. However, a fourth year allows students to take college courses on a college campus earning college credit before graduating high school. If a family chooses to “graduate” early, then the student can no longer matriculate at VGV. Please see our “Three Year Graduation Policy” for specific information.

### Academic Cheating

In the virtual world, the lines between cheating and collaboration have become harder for schools and students to distinguish. However, there are some strict definitions of cheating at Village Green. For instance, using a cell phone to search and/or photograph online answers to assessments is clearly cheating, Copyright infringement and plagiarism, which is copying without citing, is clearly cheating.

In the virtual world, the issue is “Academic Honesty” versus “Academic Dishonesty.” As a 21<sup>st</sup> Century School, VGV encourages its faculty and students to find new and creative ways to learn and work; however, when academic dishonesty occurs then penalties are severe.

At VGV, each student is required to read, sign, and follow the school’s Honor Code. This set of standardized and explicit norms creates a foundation for academic trust and honesty.Foreign Language Requirements

VGV uses the Edgenuity foreign language courseware product for the curriculum. Students have different foreign languages to choose from. Just like all Edgenuity courses, foreign language courses are available on this platform 24/7-- 365 days anywhere in the world with internet access. Students are encouraged to complete foreign language in school as part of their SPL time.

### Pacing Expectations

Students are expected to stay “on target” as specified as in teachers’ Google Classroom. Students are expected to attend every classroom every day in order to stay on pace. In the case of Edgenuity SPL courses, students are expected to monitor their dashboards.

Students have the sole responsibility for tracking their coursework to ensure they do not fall behind.

### Senior Year PBGR

As required by Rhode Island Department of Education (RIDE), all students must complete a Performance Based Graduation Requirement. VGV has chosen to allow potential graduating seniors to successfully complete either one dual-enrollment course or internship. In addition, with either choice, students must write a five-paragraph essay about their experience and present using digital tools (e.g., PowerPoint, Prezi, etc.) with a minimum of eight slides before an adult panel.

### Google Workspace for Education (G-Suite)

Every student has a Google Account which allows students access through any web portal. VGV uses the Google Workspace for Education to enhance communication, collaboration, and productivity within their educational institutions.

Google Workspace for Education offers a suite of cloud-based applications and services designed specifically for educational purposes. Here's how VGV typically uses Google Workspace for Education (G-Suite):

- **Admin Console for Management:**
  - *User Management:* administrators can use the Admin Console to manage user accounts, set security policies, and monitor usage.
  - *Security and Privacy:* Google Workspace for Education offers robust security and privacy features to protect sensitive educational data.
- **Gmail:**
  - *Email Communication:* VGV uses Gmail for official communication among students, teachers, administrators, and parents. It provides a reliable and secure email platform for sending announcements, updates, and important information.
  - *Calendar Integration:* Gmail is integrated with Google Calendar, allowing users to schedule and manage events, meetings, and appointments.
- **Google Drive:**
  - *File Storage and Sharing:* VGV uses Google Drive as a cloud-based file storage solution. Teachers can create folders for each class or subject and upload documents, presentations, spreadsheets, and other educational materials.
  - *Collaborative Work:* Google Drive allows students and teachers to collaborate on documents in real-time. Multiple users can edit a document simultaneously, making it easy for students to work together on group projects or for teachers to provide feedback.
  - *Access Anywhere:* Google Drive is accessible from any device with an internet

connection. This means students can access their assignments and study materials <sup>8</sup> from home, school, or anywhere they have internet access.

- **Google Docs, Sheets, and Slides:**

- *Document Creation:* VGV Teachers and students use Google Docs for word processing, Google Sheets for spreadsheets, and Google Slides for presentations. These applications enable collaborative document creation and editing.
- *Online Assignments:* VGV Teachers can create assignments in Google Docs or Slides, share them with students, and collect completed work directly in Google Drive.

### Dual Enrollment

Dual enrollment is expected for all eligible students. Please see the Dual Enrollment Policy at [vgonline.org](http://vgonline.org) or call Mr. Joseph Altongy at 401-831-2878 ext. 501 for more information.

### Homework

Students to be expected to receive and complete homework assignments two or three times a week.

### Standardized Test Participation Policy

Standardized tests, whether they are an Math or ELA Curriculum, Edgenuity, NWEA, PSAT, SAT, NGSA and ACCESS (MLL) are In-School assessments that provide the school, student, and family with important information about student academic performance.

Also, neither state regulation nor federal law allows a student or family to opt out. It is a VGV policy that all tests be taken, and student effort is 100%. There are no opt-out provisions by VGV Board policy. Please see the full policy at **[vgonline.org](http://vgonline.org)**.



## Emergencies and Drills

- Types of Drills:**
- Fire – There are two types; obstructed and unobstructed.
  - Lockdown – In case of an intruder, internal situation, or a situation outside the building
  - Evacuation – When we must leave the building and dismiss school from another location.

**Fire Drills:** There are nine emergency exits in the 135 Weybosset facility.

1. Main entrance at 135 Weybosset Street
2. Eddy Street stairwell
3. Middle Street Stairwell
4. Academic Support Center (ASC) to Eddy
5. Eddy Street double doors outside the ASC
6. Kitchen door Middle Street
7. Café Dorrance Street (two) doors
8. LCB doors Weybosset Street doors
9. Stem Lab Weybosset Street doors
10. Admin 2 Dorrance Street door

Students and teachers should walk to the designed location proceeding towards Dorrance Street onto the stop-light crosswalk on the corner of Weybosset and Dorrance Street.

Everyone is to cross Dorrance Street and turn left proceeding to Middle Street Alley between (74 and 60 Dorrance Street/ Federal Reserve building) and should not, unless directed by police or fire, deviate from route. Students are to assemble into their classroom grouping with teachers. The teacher takes attendance. The administration will canvas the building double checking that all students have left the building. When the fire fighters say the building is clear then the admin will signal Eddy Street. When Executive Director/Head of School or Designee signal “all clear” students can return to school by way of re-entering through 135 Weybosset or 204 Westminster Street entrance.

**Lockdown Drills:** If there is an emergency which demands that students stay in their rooms (LC’s or classrooms) then this is a “lockdown.” Lockdowns can occur because of an intruder in the building, a physical plant issue which restricts movement or because of an issue which happens in the schools vicinity. When the call for a lockdown occurs, each teacher must lock their door, direct the students to move to sections of the room which cannot be seen from the doorway and turn the room’s lights off. The door is not to be opened until the “all clear” signal is heard.

***Evacuation Drills:*** In the case of our building becoming uninhabitable we will move the student body to either the lobby of the Amica Center or the Providence Place Mall.

Evacuation Drills are like Fire Drills in that the students proceed to an off-site location and assemble into home rooms (HR). At the CC or PPM, students' group with their HR teachers. At that time students, with the help of their teacher, can contact a parent or a person on their contact list for permission to dismiss. Students who are not able to reach a parent or emergency contact will remain in the custody of the school until dismissal time.

### **School Closings and Delays**

While VGV follows Providence for closing and delays we also participate in the state-wide RI Broadcasters Association Alert system. TV channels 6, 10 and 12, as well as radio stations WPRO 630 AM and 92.3 FM, have proven to be reliable news outlets for info on school closings and delays. Please sign up for text alerts from the RI Broadcasters Assoc. at [turnto10.com](http://turnto10.com).

There may be a time (no heat or fire control system for instance) when VGV cancels school and Providence does not. In this case we will issue our own alert through the state-wide system. However, in cases of snow and weather when you see "Providence Public Schools", VGV won't be far behind. We follow Providence for reasons of sibling care, food service and transportation.

LCR will have both separate and joint drills depending on the circumstance and type of drill.

### **Accidental Injury and Nursing Services**

If a student is hurt or injured during the day, it is important to report that incident to an adult immediately. Our school nurse is on campus from 8:00 AM until 2:30 PM daily.

## Basic Rules & Information

### **Address and Phone Number**

Village Green Virtual  
135 Weybosset Street  
Providence, RI 02903

***(401) 831-2878 ext. 100 for the front desk. The fax is (401) 633-6199.***

### **Free Parking for Parents during the day**

Parking is available during the day at 191 Weybosset St. (at the corner of Union and Weybosset). The lot is in between Saki's Pizza and Serendipity Gourmet, across from JWU's Snowden Hall. The parking attendant will issue a parking stub to be validated by the school.

### **School Year**

VGW has a 180-day school year per Rhode Island law. Attendance every day is a legal expectation. Our school year has the typical school vacation weeks (Holiday, February, and April) and has all Federal Holidays off. The school publishes a yearly calendar in the spring or early summer. Our professional development days may differ than your local school district.

### **School Day**

The school day for students is from 8:30 AM until 3:30 PM. Students flex schedules are developed through Leadership based on carefully developed care plans with faculty and parent consent. If the front desk is staffed, then students can gain admittance to the school as early as 8:00 AM; however, the access control system is set for 8:30 AM. Students will also be dismissed every Wednesday at 2:25 PM for teacher professional development.

### **Lateness**

Any student who arrives after 8:30 AM without a written or valid phoned-in parental/guardian excuse is considered late. Every three days "late" will count as "one absence" and be counted as such for attendance determined privileges, such as dances or field trips.

### **Coming to School Late with a Coffee, Drink, or Snack**

Students and families should be aware that when a student comes to school late, and still has time to stop for a coffee, drink, or snack, then it is the school's opinion that he or she could have arrived at school earlier (or on time) and simply decided to be even later.

Even worse, when students arrive late with a coffee, drink or snack they put the school in the position of either having them throw it away (that means wasting families' money in most cases) or letting it go to class where the teacher then must deal with food in school.

Therefore, the rule is arriving late with a coffee, drink or snack is unfair and will not be tolerated in the school learning and or workspace.

### **Absences**

Students are expected to be in school every day, however, illness and family responsibilities often make school attendance impossible on some days. When students are absent from school, they must have a phoned-in excuse that day and then a written note from a parent/guardian upon returning. The school Dean of Students calls the home of absent students every day and for this reason current contact phone numbers are important. This is to help avoid uncomfortable truancy experiences and expenses.

If your students missed more than 2 days of school each month or 20 days yearly, they would identify as, ***"Chronically Absent"***. Regular attendance is the only solution to help your students achieve their learning goals. Daily attendance allows for teaching, learning and social emotions to be supported. Students' late arrivals often result in greater loss of learning and teaching supportive opportunities. More importantly, families are responsible for making sure that their students arrive on time by 8:30 am. Also, early dismissal is equally a loss of valuable learning experiences and supports too.

Any number of absences in a row may cause administrative action given the circumstances and history of each student's absence. The school calls the home or parent/guardian cell phone of every absent student every day. Every day of absence will count as "one absence" and be counted as such when attendance determines privileges such as school sponsored day or evening events. Truancy is a discipline matter.

### **Uniform**

**This is a uniform school so there's no excuse for being out of uniform.**

The VGV uniform policy is very student and family friendly with a wide variety of shirt styles and colors. The school requests that every student wear a school logo top and khaki toned pants or skirt every day. ***Leggings, denim, and sweatpants are not allowed.*** Non VGV logo or non-school/college "hoodies" are considered non-uniform. Outdoor clothing such as hats (non- religious), hoods, and coats should not be worn inside. ***Wearing a hoodie under a t-shirt is unsightly and is a violation of the dress code.***

Not wearing the uniform can result in parents/guardians being called to bring in a uniform, repeat offenders may be disciplined or a uniform shirt can be issued that day and a bill sent home (\$9 to \$13 each).

Additionally, educational time should not be lost due to students changing clothes in school. Parents/Guardians should not let students leave the house in the morning without a proper uniform.

No hats, hoods, sunglasses, flip-flops, or coats of any kind should be worn in school. Female students requiring hats are recommended to wear a scarf appropriate for a work environment. See Ms. Wagnac or Mr. Shepard for clarification. Religious headwear is exempted.

College hoodies can only be worn if the student either attends that school or has been admitted by that school.

Every student and parent were aware that there was a uniform policy in place when they applied for admission. See the FAQ page of [vgonline.org](http://vgonline.org), our application website.

Any item of clothing other than a VGV logo top and khaki bottoms are not allowed.

Monthly “Dress Down Days” are the only routine exception to the uniform policy.

### **Early Dismissal**

If a student is to be dismissed early there needs to be either a written note from a parent or guardian or a phone call. Students must badge out at the front desk if they are being dismissed early. If being picked up by a parent or guardian, then the student must be signed out by that adult. Early dismissal is not to be habitual and will be considered a discipline issue if abused.

### **Change of Address and Updated Contact Information**

For reasons of tuition billing and communication the school must always have up to date contact, proof of address and address information from every family. Moving and not telling the school will result in VGV incorrectly billing a city and entering a dispute which will lead to a loss of funds. Families must update VGV Student Emergency Form (SEF) every school year. When the address changes a hard copy of Proof of Residency is to be attached to the SEF. If a family has their mail forwarded, then how are we to know unless we are told? Often families move without telling us their new address.

## **Cell Phones**

While we at VGV understand and are sympathetic to the wide-spread and societal cell phone issue, the greater concern is that they pose a threat to your child's education and lead to drama which interferes with school operations and teaching and learning. For everyone's sake phones are to be off and out of sight during the school day.

### ***Policy:***

1. Schoolwide students are required to place their cell phones in the classroom's designated area upon the entrance to every class for the duration of the class.
  - The student will be able to retrieve their phone upon leaving the classroom at the end of class.
  - All classroom teachers will provide a designated area that is in full view of the students.
  - Cell phones must be turned off (not simply on silent or vibrate mode).
2. The use of cell phones for any of these listed purposes – calling, text messaging, recording, social media and other external functions – is not permitted during academic instructional time on school grounds.
3. Students are permitted to use cell phones **only** during the following times:
  - before school hours outside of school.
  - during assigned breakfast or lunch inside of school.
  - at after-school activities or sports activities, only with the permission of the coach, instructor, or program director.
  - during evening or weekend school activities.

### ***Violation of Cell Phone Policy:***

Each grade level will designate staff to monitor student violations of the cell phone policy. Penalties for students found to be in violation of the policy will be as follows:

- Refusal by students to adhere to this policy may include detention, and/ or parent meeting.
- Students committing repeated violations of this policy may be subject to additional disciplinary action, consistent with the **Code of Conduct** and or/ a review of their school enrollment placement status.

Cell phones are a part of everyday life, and most students have cell phones provided for them by their parents and guardians. Cell phones enable parents to find out where their children are at any given time and for this reason cell phones are very important. However, they also can cause tension between teens and adults in school because they provide a distraction from school-work. Often, this distraction is negative and can hurt school performance and cause conflict between peers. While cell phones can be very positive, they

can also lead to very negative behaviors and consequences. We want students to be responsible cell phone users. However, the school also must protect the learning environment, cell phones cannot disrupt learning.

VGW is not responsible for loss, breakage, or theft of personal cell phones. A phone used against another student (social media, recording or videoing) will be confiscated by the school as evidence. Students who are sick should see the **school nurse or an administrator**; the school should never hear second hand from a parent that there is a sick child in school. If a student is involved in a disciplinary situation, they cannot use their cell phone at that time. To do so is a violation of this Code of Conduct and discipline action will be applied.

**If parents need to contact a student, they should call the school at 401-831-2878 and not their child's cell phone.**

VGW rules regarding cell phones are reasonable and forward thinking and students have a responsibility to be sensible in their cell phone use. However, if a cell phone is a distraction to learning, used in an act of invading one's privacy or in an academic cheating situation then the student will lose the ability to have their phone on school grounds.

VGW has a very low tolerance towards the interference to school operations which cell phones cause and our expectation is that when VGW decides about a student cell phone that our decision is abided by and supported by parents. Please see our Cell Phone Policy at [www.vgonline.org](http://www.vgonline.org).

### **Social Media**

VGW encourages students to be responsible users of social media in their personal lives.

VGW content blocks Facebook, Twitter, and Tik-Tok at the server level. Access to social media is via personal devices only. Social media is a major issue for both schools and families. More often than not, a student's misuse of social media leads to negative and/or dangerous outcomes and school learning interruptions.

Any misuse of social media can be deemed a serious discipline issue. The misuse of social media that promotes or contributes to abusive or violent outcomes will automatically result in **Category 3 Discipline** action. The school cannot control student's misbehavior in social media on private devices and can only attempt to deal with issues that arise on student owned devices.

### **Contraband Policy**

For purposes of this policy, contraband is defined goods or merchandise whose importation, exportation, or possession is forbidden on school grounds. To ensure the safety of all students and staff members within Village Green Virtual Charter School, the

following items are not allowed in school:

- Alcohol
- Cigarettes, vape pens and cartridges
- Drugs and drug paraphernalia
- Firecrackers, smoke bombs, or any flammable materials
- Firearms
- Gang related items
- Pocket knives (determined to be illegal for possession)
- Pornographic materials or devices of a sexual nature
- Any illegal items

If any of the above-mentioned contraband is brought to school, it will be confiscated. Illegal items, such as drugs and weapons, will not be returned, and the police will be notified. Any item that may be considered a weapon is contraband.

Due to the nature of contraband, the above list is not exhaustive. If a staff member determines that an item not found on this list fits the criteria of contraband, the issue will be addressed immediately with the Head of School (HOS) or identified administrators. Police may be called if the HOS determines that the threat merits police involvement.

Items will be kept in a locked box in the school office pending parent/guardian meetings.

### **Bus Passes**

VGV purchases a monthly RIPTA WAVE bus pass card for any family who needs it. The cost of this pass is \$70.00 per month. **“Only one monthly bus pass will be issued each month to a student.”** The school is not responsible for lost bus passes. If a family does not need the bus pass this saves the school \$700.00 per year and not taking a bus pass in this case is much appreciated.

Students who attempt to sell or trade their VGV issued bus passes will lose bus pass privileges for the school year.

### **No Book Bags/No back packs (Main Campus only)**

Book bags are not required at VGV, and the clear majority of students do not use them. Book bags which carry clothes to be changed into are not needed as students should arrive at school in uniform. There are several reasons why VGV prohibits bookbags from entering beyond the foyer of the school. For example, when something may have been reported stolen, book bags will be the first suspected way to get a larger item out of school. Negative items such as weapons or drugs can be brought into school inside book bags.



Note: VGV is a school where students do not need to carry ultra-heavy book bags, and that is a positive situation for the school and students alike. VGV has not suffered from theft since this policy has been in action. Shelving is provided in the front foyer for backpacks.

### **ID Badges and Access Cards**

Photo ID cards are made to order on an as needed basis from the front desk.

Access cards (or proximity readers) are used to take attendance and can unlock the frontdoor from 8:00 AM to 8:45 AM.

If a student is without their Access Card for two school days, then a replacement will be issued at a cost of \$5.00 each.

Every student is expected to badge in every day and not doing so is considered a behavior and Code of Conduct violation.

### **Headphones or “Ear buds”**

It is highly recommended that each family invest in a pair of higher quality earbuds or headphones as this will improve sound quality and privacy. However, whether they are personal, or school issued, every student is to have ear buds or headphones every day. All VGV courses have a significant number of online tasks and resources that require ear buds for effective learning.

### **Responsibility for Non-Accidental Damage or Loss**

VGV will attempt to hold financially responsible the family of any student who willfully damages the school facility or any of its furniture or equipment.

### **Neighbors and Downtown Responsibility**

Because VGV is a public high school in the center of Downtown we must be aware that our actions are very public. Students represent the school, and are accountable to the school, when off campus. Students should not clog the sidewalk at dismissal, should always be polite when in nearby stores, behave well when on fire drills and be courteous to our neighbors.

### **Learning Center Rhody or LCR**

LCR is a fascinating Micro-school project which brings ultimate flexibility and autonomy to the students transitioning to post-secondary life. Located at 204 Westminster Street, LCR is connected seamlessly to the IT system of 135 Weybosset Street. LCR is fully self-reliant and self-sustaining. However, at times, students will need to move between two campuses. The travel rule is simple, “Front door to front door, stay on the sidewalk.” That means, Westminster to Eddy to Weybosset. Middle Street is not yet suitable for travel. If a student exits LCR, there is a “badge out reader” for those instances.

VGV has a breakfast and lunch program. Every student receives a free breakfast and lunch as long as their family completes an application, they qualify for free or reduced lunch, and return it to Ms. Baker on time. Our cafeteria is named “*The Belmont Room*” in honor of 127 Weybosset being the address of the “Belmont Lunch” in 1925. Breakfast is served from 8:00 AM until 8:30 AM and consists of various breakfast foods. Lunch consists of the menu which B & M Catering Company. Take-out deliveries, or food drop offs, to school are not allowed or welcomed.

**Food and drink outside of the Belmont Room**

Because of filth, rodents, insects and potential damage to computer equipment, food and drink from the Belmont Room are not to be brought outside of the cafeteria.

With faculty oversight, special occasions are exceptions. Discretion must be used, and cleanliness is important. In general, food, candy, gum, soda, iced coffee drinks, snacks, and such are not permitted outside of the café.

***Take-out deliveries, or food drop-offs, to school are not allowed.***

**Student Council**

The Student Council contains student representatives for all grades. Student Council plans events, fund raisers, dances, and school spirit activities. Officers are President, Vice-president, Treasurer, and Secretary. The Council meets bi-weekly.

**Athletics**

Students of good academic standing are encouraged to play sports for the school or city/town where they would have attended. As members of the RI Interscholastic League, VGV is proud of its student-athletes. Sports schedules and early dismissals for practice and games must be pre-arranged. Students who are not working to maintain academic, attendance and behavior compliance will be deemed ineligible by VGV, and the athletic director of the city team will be notified.

**Discipline**

At VGV we believe that parents are our partners in their student’s education and that frequent communication, combined with mutual trust, will help avoid most negative situations when it comes to student behavior. However, when things do happen, we all must act.

At VGV we believe that all discipline issues can be avoided if students act in ways which are respectful of the school community and others, show self-responsibility and demonstrate consistent hard work.

- **Category 1:** Injury to Self with perceptual impact on the school
- **Category 2:** Injury to others or the school community & violations of law. Within Category 1 are offenses such as lateness, no uniform, truancy, and dishonesty. These are activities where the only injured party is the student themselves and these issues have a lower discipline threshold. Generally, these problems can be handled by face-to-face communication with parents and consequences which are customized for the issue at hand. Please know, that even “injury to self” offences can have an impact on whole school operations.
- **Category 3:** Issues are much more serious and will lead to suspension, board action and/or exclusion from school or police involvement. Category 3 offenses include fighting, bullying, stealing, vandalism, weapon possession, drug possession, inappropriate touching, electronic stalking or recording, disruption or shared recordings, violating the Honor Code, and leaving campus.

If a student’s misbehavior hurts others or the school then it is automatically a Category 3 offense and he or she can be either suspended, brought to the board, or presented to the Providence Police.

In all cases student due process rights will be safeguarded and parents notified.

The chain of information and custody of evidence for disciplinary action is simple within a small school: if a teacher or staff member sees, hears, or knows something which is a violation of either Category 1 or 2, they must bring both verbal and written notice email to Mrs. Wagnac, [swagnac@vgcs.org](mailto:swagnac@vgcs.org) or Mr. Shepard [mshepard@vgcs.org](mailto:mshepard@vgcs.org).

immediately. The severity of the offense will be determined, and subsequent action and due process will be enacted. Please see the Basic Rules of Conduct document for further explanation of the disciplinary options.

Teachers are encouraged to communicate directly with parents on low grade issues of chronicity. If a meeting with parents is requested by a teacher, then the Administration will seek to hold one with the teacher present.

### **Student Government’s Four Principles for Students’ Success**

#### **1. Completing course work.**

Here are some tips to help you succeed with.

- Look at your assignment calendar or syllabus each day to complete your daily assignment.
- Listen to your teachers!

- Ask for help when needed.
- Take notes during all classes.
- DO NOT use your cell phone.
- Only socialize with other students during breaks.
- Take your time, revisit the material, and ask for help if you need it.
- If you end up falling behind in your courses, remember that you can always login from home on most electronic devices to get back on track

## **2. Regarding Cheating/Plagiarism**

- Students are not allowed to look up the answers to quizzes, tests, or exams using Google search or any other method.

Cell phones are not permitted during classes, assessments, or lessons of any kind.

- Keep them out of sight or they will be confiscated.
- When quoting sources for a paper, be sure to cite them correctly to avoid plagiarism. Ask your English teacher if you need help with citations or using MLA or APA formats.
- Cheating/plagiarism will not be “let off”. Teachers can and will check to make sure this does not occur

## **3. Be Professional**

Students are being prepared for college and/or career environment and should get used to what will be expected of them.

- School starts promptly at 8:30. Be on time and in uniform; stay in uniform throughout the day.
- Know your class schedule for each day, and club meetings; be prompt.
- Bring all necessary materials to class and meetings.
- Keep track of all personal belongings.
- Be respectful of all peers and faculty.
- In all learning spaces, be respectful to your peers when using audio “use your earbuds”.
- Teachers will issue breaks at certain times of the day. Socialize or relax during these breaks or at lunch.
- Keep your learning environment/workstation neat. Eating and drinking is not allowed.
- Do not swear or use inappropriate language.
- Get along with other students and teachers that you are working with in order to succeed.
- Be on your best behavior when visitors are in the building. You are as much of a reflection on yourself as you are on school and those around you.

Treat others the way you want to be treated.

- Weapons, drugs, alcohol, and tobacco are prohibited on school property. Use, possession, or distribution of these items will lead to grave consequences.
- Do not steal. If you need to borrow something from the school, ask a teacher.
- No harassment or bullying of any kind is permitted. Both teachers and fellow students deserve respect.
- Our school is respectful of all races, ethnicities, genders, sexualities, and religions. Discrimination of any kind based on one or more of these principles will not be tolerated.
- Never physically attack people or property. Conflicts should be resolved calmly with the assistance of teachers and/or administrators.
- Be careful when handling school property. Fines will be addressed to the student's parent/guardian.

### **Clubs**

There are several clubs at VGV that meet after school on Wednesdays. Consult the schedule posted on the school-wide TV monitors throughout for club information. Club membership is open to everyone. Clubs are embedded during the school day, students are required to participate and expected to be engaged.

### **Contact & Committees**

*For general school matters, attendance, lateness, and contact info change:*

Cynthia Luis 401-831-2878 ext. 100

*For issues regarding academics, report cards, grades and Edgenuity courses:*

Barry Tedder, Vice Principal at 401-831-2878 ext. 400

Jose Mercado, IT Manager at 401-831-2878 ext. 404

*For issues regarding Admissions, student life, social issues, and behavior:*

Shebna Wagnac at 401-831-2878 ext. 115

*For issues with student school attendance & behavior violations:*

Micheal Shepard at 401-831-2878 ext. 107

*For issues regarding College and Career transition planning:*

Joseph Altongy at 401-831-2878 ext. 501

*For issues regarding student health:*

Lourdes Fevrier RN at 401-831-2878 ext. 109

*Admin of Special Population:*

Carolyn Taylor, Admin of Special Populations at 401-831-2878 ext. 109

*For issues regarding overall school policies and accountability:*

Rochelle Baker, Head of School at 401-831-2878 ext. 114

***School Improvement Team (SIT):***

Membership in the SIT requires attendance at monthly meetings which examine student assessment data and ensures that the educational programs found within the five-year charter are upheld. Please refer to [vgonline.org](http://vgonline.org) school calendars for SY 2024-25 dates, times, and locations.

**Appendix A**  
**SY 2023-2024 Program of**  
**Study Village Green Charter**  
**School Rev. 6-05-2024**

23

<b>Grade 9</b>				
<b>Semester 1</b>		<b>Semester 2</b>		
<b>Class</b>	<b>Credit</b>	<b>Class</b>	<b>Credit</b>	
ELA9A	.5	ELA9B	.5	
Algebra 1A	.5	Algebra 1B	.5	
Earth and Space A	.5	Earth and Space B	.5	
World History A	.5	World History B	.5	
Health and Wellness (SPL*)	1	Introduction to Computer Science (SPL*)	1	
<b>Total Credits Semester 1:</b>	<b>3.0</b>	<b>Total Credits Semester 2:</b>	<b>3.0</b>	
<b>Total Credits Grade 9:</b>			<b>6</b>	

<b>Grade 10</b>			
<b>Semester 1</b>		<b>Semester 2</b>	
<b>Class</b>	<b>Credit</b>	<b>Class</b>	<b>Credit</b>
ELA 10 A	.5	ELA 10 B	.5
Geometry A	.5	Geometry B	.5
Biology A	.5	Biology B	.5
U.S. History A	.5	U.S. History B	.5
Foreign Language 1 (SPL*)	1	Foreign Language 2 (SPL*)	1
<b>Total Credits Semester 1:</b>	<b>3.0</b>	<b>Total Credits Semester 2:</b>	<b>3.0</b>
<b>Total Credits Grade 10:</b>			<b>6</b>

**Continued next page**

Grade 11				24
Semester 1		Semester 2		
Class	Credit	Class	Credit	
ELA 11	1	ELA 12	I	
Algebra 2A	.5	Algebra 2B	.5	
Physical Science A	.5	Physical Science B	.5	
U.S. Government A	.5	U.S. Government B	.5	
Financial Literacy (SPL*)	1			
<b>Total Credits Semester 1:</b>	<b>3.5</b>	<b>Total Credits Semester 2:</b>	<b>2.5</b>	
<b>Total Credits Grade 11:</b>			<b>6</b>	

Grade 12	
Class	Credit
Probability and Statistics (1st Semester)	1
Introduction to Art (2nd Semester)	1
Free Elective 1 or Dual Enrollment Course(s) - Sem 2	1 or 2*
College Success - Dual Enrollment Course (recommended if seat available)	0 or I
Senior Experience	1
<b>Total Credits Grade 12:</b>	<b>4-6</b>
<b>Total Credits to Graduate:</b>	<b>22-24</b>

**\* Note:**

- Students are limited to two Dual Enrollment courses per semester. Successful completion of the *College Success* course (if taken) would count as one of the two allowed in the semester taken.
- *SPL* designation means *Student Paced learning*. *SPL* courses are self-paced courses, to be completed by students with the guidance of teachers.
  - Additionally during *SPL*, *IXL*, *Read Theory*, and *Khan Academy* interventions are utilized as skill-building activities.



Grade 9			
Semester 1		Semester 2	
Class	Credit	Class	Credit
ELA9A (Odell ELA 9A)	.5	ELA9B (Odell ELA 9B)	.5
Algebra 1 A (Illustrative Math Algebra 1A)	.5	Algebra 1 B (Illustrative Math Algebra 1B)	.5
Earth and Space A (NGSS Life Science A)	.5	Earth and Space B (NGSS Life Science B)	.5
World History A (VGCS- World History A)	.5	World History B (VGCS- World History B)	.5
Introduction to Computer Science (SPL*)	1	Health and Wellness (SPL*) (VGCS- Health and Wellness)	1
<b>Total Credits Semester 1:</b>	<b>3.0</b>	<b>Total Credits Semester 2:</b>	<b>3.0</b>
<b>Total Credits Grade 9:</b>			<b>6</b>

Grade 10			
Semester 1		Semester 2	
Class	Credit	Class	Credit
ELA 10A (Odell ELA 10A)	.5	ELA 10B (Odell ELA 10B)	.5
Geometry A (Illustrative Math Geometry A)	.5	Geometry B (Illustrative Math Geometry B)	.5
Biology A (NGSS Earth and Space Science A)	.5	Biology B (NGSS Earth and Space Science A)	.5
U.S. History A (VGCS- U.S. History A)	.5	U.S. History 8 (VGCS- U.S. History B)	.5
Foreign Language 1 (SPL*) (VGCS- Spanish I)	1	Foreign Language 2 (SPL*) (VGCS- Spanish II)	1
<b>Total Credits Semester 1:</b>	<b>3.0</b>	<b>Total Credits Semester 2:</b>	<b>3.0</b>
<b>Total Credits Grade 10:</b>			<b>6</b>

Grade 11			
Semester 1		Semester 2	
Class	Credit	Class	Credit
ELA 11 (Odell ELA 11)	1	ELA 12 (Odell ELA 12)	1
Algebra II A (Illustrative Math Algebra IIA)	.5	Algebra II B (Illustrative Math Algebra IIB)	.5
Physical Science A (NGSS Physical Science A)	.5	Physical Science B (NGSS Physical Science B)	.5
U.S. Government A (VGCS- U.S. Government A)	.5	U.S. Government B (VGCS- U.S. Government B)	.5
Financial Literacy (SPL*) (VGCS- Financial Literacy)	1		
<b>Total Credits Semester 1:</b>	<b>3.5</b>	<b>Total Credits Semester 2:</b>	<b>2.5</b>
<b>Total Credits Grade 11:</b>			<b>6</b>

Grade 12	
Class	Credit
Probability and Statistics (1st Semester) (VGCS- Probability and Statistics)	1
Introduction to Art (2nd Semester) (VGCS- Introduction to Art)	1
Free Elective I or Dual Enrollment Course(s) - Sem 2	1 or 2*
College Success - Dual Enrollment Course (recommended if seat available)	0 or 1
Senior Experience	1
<b>Total Credits Grade 12:</b>	<b>4-6</b>
<b>Total Credits to Graduate:</b>	<b>22-24</b>

## **Bullying Prohibition and Prevention Document**

The State of Rhode Island and the Dept. of Education have taken a strong stand against bullying in our schools. Village Green Virtual Charter School strongly supports their policies and is working to eliminate bullying and harassment in all forms within our school to provide a safe and secure school climate so that all students may learn.

As part of the Anti-Bullying Policy at Village Green Virtual Charter School it is important that all members of our community are aware of school policies including what bullying looks like. All students and their parents/guardians should read and sign the policies below.

### **Village Green Virtual Charter School' Statement of Non-Discrimination**

No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity available in school on the basis of race, color, sex, religion, creed, political belief, age, national origin, linguistic and language differences, sexual orientation, socioeconomic status, height, weight, marital or familial status, or disability.

### **Bullying Prohibition and Prevention Policy**

Bullying is a form of harassment. For the purposes of this policy, bullying is defined as:

***The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to actions such as verbal taunts, name-calling, and put downs, including ethnically based or gender-based verbal put downs, and extortion of money or possessions.***

Such conduct is disruptive of the educational process and therefore, bullying is unacceptable behavior at Village Green Virtual Charter School and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any school sponsored activity or event, or while in route to or from school are subject to disciplinary action, up to and including suspension and expulsion. Law enforcement officials shall be notified of bullying incidents, as required by law.

There are many ways to bully someone. A bully wants to hurt the other person (it's not an accident). Bullying is UNFAIR.

There are four main kinds of bullying. Here are some examples:

- 1) **Physical bullying** is when someone hits, shoves, kicks, spits or beats up on others, including damaging or stealing another student's property.
- 2) **Verbal bullying** name-calling, mocking, hurtful teasing, using comments of a sexual

nature, humiliating, or threatening someone, making people do things they don't want to do. 28

3) ***Social bullying*** excluding others from the group, spreading gossip or rumors about others, making others look foolish, making sure others do not spend time with a certain person.

4) ***Electronic bullying*** using computer, e-mail, instant messaging, social media posting, and phone or cellular phone text messages to threaten or hurt someone's feelings, single out, embarrass, or makes someone look bad, spread rumors, or reveal secrets about someone.

*(Please sign and Return)*

As parents/guardians, we agree to join together with the Village Green Virtual Charter School community to uphold its Statement of Non-Discrimination and the State of Rhode Island's safe schools' legislation in order to stamp out bullying at our school.

By signing this pledge, we agree to:

- \* Keep ourselves and our children informed and aware of school bullying policies and behaviors that are considered bullying and harassment.
- \* Work in partnership with Village Green Virtual Charter School to encourage positive behavior, valuing differences and promoting sensitivity to others.
- \* Discuss regularly with our children their feelings about schoolwork, friendships, and relationships.
- \* Inform teachers of changes in our children's behavior or circumstances at home that may change a child's behavior at school.
- \* Alert Village Green Virtual Charter School staff if any bullying has occurred.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Student Code of Conduct and Anti-Bullying Pledge

I agree to join together with the Village Green Virtual Charter School community to uphold its Statement of Non-Discrimination and the State of Rhode Island's safe schools' legislation in order to stamp out bullying at our school.

By signing this pledge, I agree to:

- \* Value student differences and treat others with respect.
- \* Not become involved in bullying incidents or be a bully.
- \* Be aware of Village Green Virtual Charter School policies and support system with regard to bullying.
- \* Report honestly and immediately all incidents of bullying to a faculty member.
- \* Be alert in places around the school where there is less adult supervision such as bathrooms, hallways, and stairwells.
- \* Support students who have been or are subjected to bullying.
- \* Talk to teachers and parents about concerns and issues regarding bullying.
- \* Work with other students and faculty to help the school deal with bullying effectively.
- \* Encourage teachers to discuss bullying in the classroom.
- \* Provide a good role model for younger students and support them if bullying occurs.

I also acknowledge that whether I am being bullied or see someone being bullied, I have a responsibility to tell an adult right away.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_